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Class Specifications
for the Class:

INSTITUTION FARM ACTIVITIES LEADER
(INSTITUTION FARM ACTIV LEADER)

Distinguishing Characteristics:

This class reflects responsibility for supervising and participating in planting, cultivating, and harvesting vegetables, fruits, and forage and supervising and participating in activities relative to the feeding, breeding, and care of livestock and poultry. In addition to performing a variety of semi-skilled farming tasks, a position in this class has responsibility for supervising the work of a group of inmates, patients, wards, or paid farm employees on a continuous basis.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

1. Assigns, instructs, and reviews the work of a group of inmates, patients, wards, or employees, and participates in propagating, cultivating, planting, spraying and dusting, fertilizing, weeding and harvesting seeds, vegetables, fruits, nuts, and various forage.
2. Checks plants for insect damage, plant diseases, and plant deficiencies.
3. Supervises and participates in feeding and caring for various livestock and poultry.
4. Assists in the selection and preparation of livestock and poultry for breeding purposes and keeps records of such activities.
5. Supervises and participates in milking cows, pasteurizing milk, and cleaning and sterilizing milk containers.
6. Supervises and participates in constructing and repairing fences, farm roads, sheds, and buildings.
7. Operates and maintains farm implements and farm machinery and instructs others in the use of such equipment.
8. Observes and reports unusual behavior or conditions of inmates, patients, or wards.

9. Keeps records and makes oral or written reports.
10. May occasionally relieve farm project foremen.

Minimum Qualification Requirements:

Experience and Training: (1) Three years of experience in general farm work; or (2) any equivalent combination of experience and training.

Knowledge of: Farming techniques and methods of planting, cultivating, dusting, spraying and harvesting farm crops; application of fertilizers and insecticides; methods of caring for livestock and poultry; care, use and repair of farm tools and farm machinery; occupational hazards and safety precautions applicable to farm work.

Ability to: Assign, instruct and review the work of others in performing farm work tasks; care for and handle farm animals and poultry; give and receive both oral and written instructions; operate farm equipment and perform heavy manual labor.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the specification for the class INSTITUTION FARM ACTIVITIES LEADER which was approved on October 20, 1959.

Date Approved: _____

1/7/08


for MARIE C. LADERTA

Director of Human Resources Development